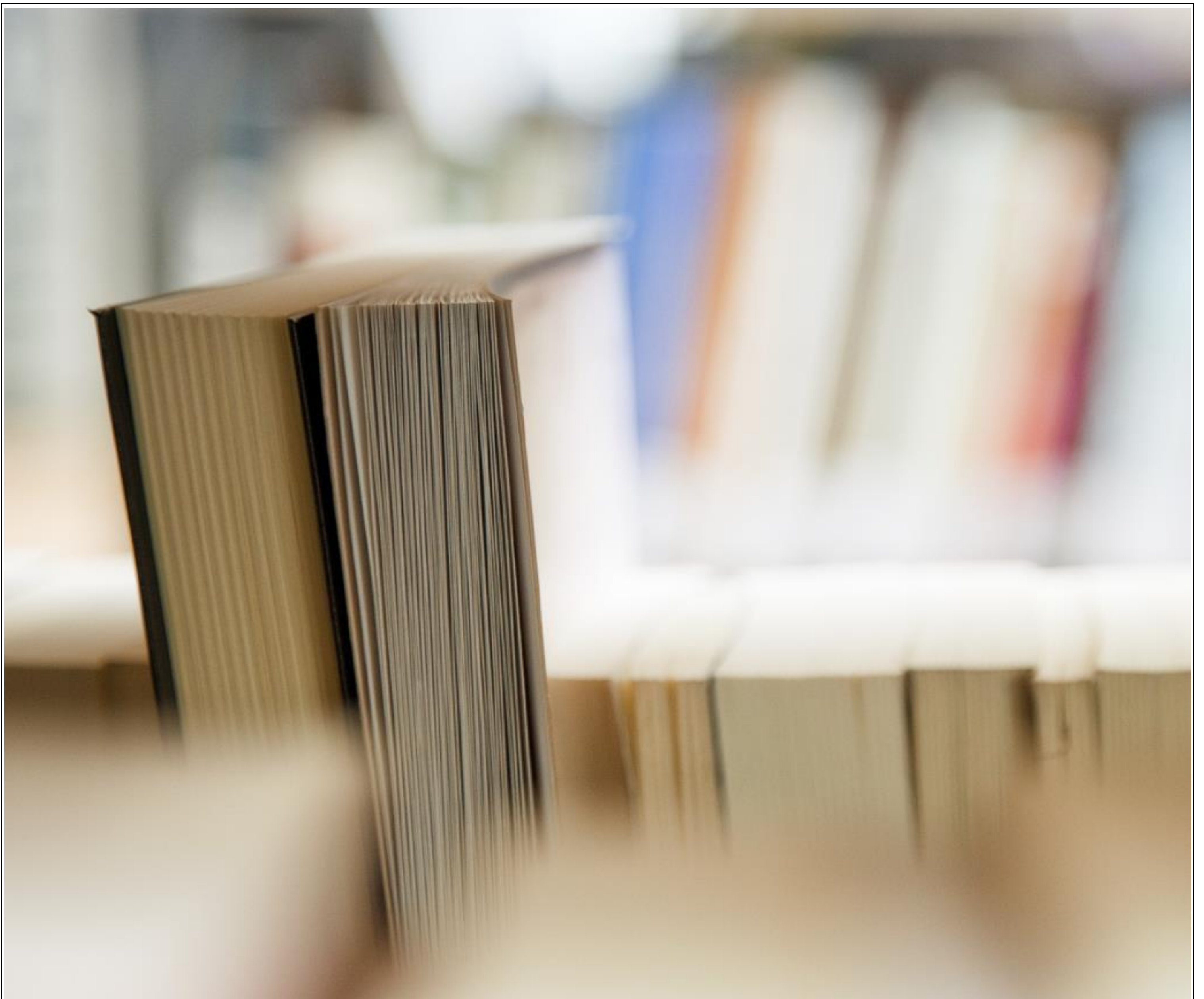


Sajn Grammar

For Secondary Three

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What you'll find in this book

Unit 1 + Unit 15

Future tense زمن المستقبل

يتكون المستقبل البسيط من .will / shall + inf

لاحظ أننا نستخدم shall مع I / we أما will فتستخدم مع كل الضمائر

- I expect I will ('ll) see you tomorrow.
- When will she get here?

يستخدم المستقبل البسيط مع الكلمات الآتية:

Next (year/month/week…) / in the future / soon / in a year, month, week
tomorrow / this time next week / this time tomorrow

- I'll see him tomorrow.
- We will not (won't) meet again until next week.
- Will they be here soon?

لاحظ استخدام المستقبل البسيط غالبا مع:

I expect / I'm sure / I think / probably /I hope / I believe / I feel sure / Perhaps

- I expect he will win the first prize.
- I don't think she will get the job.
- Perhaps it will rain tomorrow.

Will + infinitive

نستخدم will + infinitive :

• For predictions: للتنبؤ - I think you'll enjoy your holiday.
• For future facts: للحقائق المستقبلية - I'll be 16 next week.
• For quick decisions: للقرارات السريعة - That's the phone – I'll answer it.
• For offers: للعرض - I'll go shopping with you if you like.
• for requests: للطلب - Will you give me your new address?
• for arrangements: للترتيب لعمل شيء - I'll see you this evening.
• for threats: للتهديد - I'll resign if I don't get a pay rise.

Shall + infinitive

نستخدم shall مع I / we
ونستخدم shall + infinitive مع :

• for suggestions: للاقتراح

- "I'm cold." "Shall I close this window?"
- Shall we go out for dinner tonight?
- Shall I meet you on Monday?

• for offers: للعرض

- Shall I help you with your homework?

(be) Going to + infinitive

لاحظ أننا نستخدم am / is / are قبل going to و يأتى بعدها الفعل فى المصدر

نستخدم going to + infinitive : للتعبير عن الخطط و النوايا و القرارات قبل لحظة الحديث

- I'm going to do more exercise next year.
- We are saving up because we are going to buy a car.
- What are you going to do when you leave school?
- Is he going to buy that book?
- I'm going to make some coffee. Do you want some?

للتعبير عن التنبؤ بحدث فى المستقبل مع وجود دليل فى الحاضر

- There are no clouds in the sky. It's going to be another sunny day.
- I think I'm going to fail this exam. I haven't done much work

✍ لاحظ أن :

<u>Be going to + inf. = intend to + inf.</u>

- Are you going to buy a new mobile? = Do you intend to buy a new mobile?
- She is going to travel abroad. = She intends to travel abroad.

<u>Present continuous</u>

يستخدم المضارع المستمر للتعبير عن المستقبل بالنسبة للترتيبات و الخطط المسبقة

- We are meeting at 9 o'clock on Monday morning.
- He's travelling to Cairo tomorrow. He's got his tickets.
- I'm going home in half an hour. I have arranged it with the boss.

<u>Present Simple</u>

يستخدم المضارع البسيط للتعبير عن المستقبل و يرتبط ذلك بجداول المواعيد الخاصة بوسائل المواصلات و المسرح و السينما و المدرسة و غير ذلك:

- The plane **<u>takes</u>** off at 10 p.m.

<u>The future continuous</u>

يتكون المستقبل المستمر من will / shall + be + v. + ing

يستخدم للتعبير عن حدث سوف يكون مستمرا في وقت معين في المستقبل و يستخدم مع تعبيرات مثل:

<u>Between 4 and 5 p.m. - At 10 o'clock tomorrow</u>

- Between 9 and 11 a.m. tomorrow I'll be studying.

<u>The future Perfect زمن المستقبل التام</u>

<u>يتكون من will have + PP أو may have + PP</u>

ويستخدم هذا الزمن ليدل على حدث قد تم قبل وقت معين فى المستقبل

الكلمات التى تستخدم مع المستقبل التام:

<u>By + زمن / By + مضارع بسيط / in + زمن</u>

- By 2050, they will have replaced the old buildings by modern ones.
- By the time she comes, I’ll have finished all the exercise.
- In three years’ time, we’ll have made a lot of money.

The future simple passive

المستقبل البسيط فى صيغة المبنى للمجهول

مفعول + will + be + pp + by + فاعل

- In the coming years, most of our shopping will be done on the internet.
- You will be met at the airport.

Future Perfect Passive

المستقبل التام فى صيغة المبنى للمجهول

مفعول + will + have been + pp + by + فاعل

- By the year 2100, millions of trees and hundreds of forests will have been saved.
- By 2050, the old building will have been replaced by modern offices.

Unit 2

Subject-Verb agreement توافق الفعل و الفاعل

Special Cases حالات خاصة

الأسماء التي تُعد تستخدم مفرد أو جمع:

- He bought a car. There are two cars in the garage.
- The Prisoner of Zenda is a novel. He read three novels last week.

تُستخدم الكلمات a / an / the / one مع الكلمات التي تعد:

A train / an accident / one minute

- Where's the book I lent you?

وتُستخدم الكلمات التي تُعد أيضا مع الكلمات الآتية:

Any / some / many / the / How many / two / three, etc.

- Were there any mistakes in your homework?
- Some children are having a picnic in the park.
- There aren't many cars on the road this morning.
- How many students are there in your class?
- The apples were in my shopping bag.
- There are six CDs and four DVDs on the table.

الكلمات التي لا تُعد تكون في صورة المفرد ولا تجمع والفعل معها مفرد ولا يُستخدم معها a / an
ومن أمثلة الكلمات التي لا تُعد:

1. **Fluids السوائل**
   Water / Coffee / Oil / Milk / Soup / blood
2. **School subjects المواد الدراسية**
   History / Physics / Chemistry / Biology / Geography / Psychology
3. **Abstract nouns الأسماء المجردة أو المعنوية**
   Beauty / Confidence / Courage / Enjoyment / Progress / Evidence
   Patience / Honesty / Peace / Poverty / Love / hatred
4. **Sports الرياضات**

Tennis / Football / Hockey / Volleyball / Swimming / squash

5. **<u>Gases الغازات</u>**

Oxygen / Hydrogen / Nitrogen / Ammonia / Carbon dioxide

6. **<u>Languages اللغات</u>**

English / Arabic / French / Italian / Spanish / German

7. **<u>Different activities الأنشطة المختلفة</u>**

Reading / Smoking / Writing / Studying / Shopping / Eating

8. **<u>natural phenomena ظواهر طبيعية</u>**

Lightning / Heat / Snow / Thunder / Light / rain

9. **<u>Other nouns</u>**

Luggage / equipment / Furniture / cash / Jewellery / Rubbish
Money / Traffic / work / Clothing / News / electricity

10. **<u>Meals الوجبات</u>**

Breakfast / lunch / dinner / supper

- Could I have a glass of water?
- It isn't a good idea to borrow money.

بعض الكلمات التي لا تُعد يمكن أن تسبقها الأداة a/an إذا جاءت قبلها الصفة:
قارن بين الجمل الآتية

- She completed her education in 1995. She had <u>a good education</u>.
- We usually have lunch at 2.00 p.m.. We had <u>a wonderful lunch</u> yesterday.

الكلمات التي لا تُعد يمكن استخدامها مع الكلمات و العبارات الآتية:

<u>The / any / some / much / how much / this / that</u>

- the water in the river is very clean.
- We have some bread, but we don't have any butter.
- We don't have much time left.

هناك كلمات أخرى يمكن أن تكون countable أو uncountable مع اختلاف المعني مثل:

<u>paper – glass – coffee – time - cold / light / orange / iron /chicken</u>

- I'd like some writing paper. (ورق الكتابة - لا يعد)
- I'm going to buy a paper. (= a newspaper)
- The window's made of unbreakable glass. (الزجاج - لا يعد)
- Would you like a glass كوب of water?
- Have you got any coffee?
- Could I have two coffees? (cups of coffee)
- Don't hurry. There's plenty of time.
- He went to London three times. مرات
- Don't go out in the cold without a coat. البرد عموما
- I've got a bad cold. نزلة برد
- There are two oranges on the table. برتقال
- I don't like orange. I prefer red.

- This table is made of iron.   (الحديد (لا يعد
- She bought an iron yesterday.   مكواة
- Do you like chicken? (= chicken meat)
- The sun gives us light   الضوء / لا تُعد
- We need two lights in this room.   مصباح كهربي

بعض الكلمات التي تُشير إلي مجموعات يمكن أن يُستخدم معها فعل مفرد أو جمع:

Team / committee / family / class / army / company / couple / crew / crowd / gang / group / navy / population / staff / university /

- The home team is winning the match.   هنا الكلام عن الفريق كوحدة واحدة
- The team are travelling tonight to their next match.   هنا نقصد الفريق كأفراد

العبارات الدالة علي الكمية و المبالغ المالية والزمن و الثمن و المسافة و الوزن ودرجات الحرارة تُعامل معاملة المفرد مع الفعل:

- Ten million pounds is a lot of money.
- Fifty litres of petrol fills my car.
- Five kilometres is a long way to walk.
- Two hours is a long time to wait.
- Fifty degrees is a very high temperature.

ولكن لاحظ أننا نقول:

- **Three one-pound coins are on the desk. ثلاث عملات معدنية من فئة الجنيه**

بعض الأسماء المنتهية بحرف s يُستخدم معها دائما فعل مفرد:

Athletics / politics / gymnastics / mathematics / maths / news / economics / statistics / physics / genetics / classics / electronics

- Politics was my best subject at university.
- Athletics is my favourite sport.

لاحظ أن lots of /a lot of / plenty of تستخدم في الإثبات مع الكلمات التي تعد و الكلمات التي لا تعد و تستخدم a great deal of مع الكلمات التي لا تعد فقط

- He bought a lot of sugar.
- He needs plenty of books.
- There's a great deal of money in the safe.

تستخدم   much في السؤال و النفي مع الكلمات التي لا تعد

- She doesn’t need much money.
- Did you buy much sugar?

تستخدم   many في السـؤال و النفــي مع الكلمات التي تعــد

- He didn’t see many places in London.
- Did you invite many people to your party last week?

تستخدم   many/ much في الإثبات إذا جاء قبلهما إحدى الكلمات آلاتية   too/ so / very

- There is so much sugar in my coffee.

تفيد الإثبات   some = للعدد a few / للكمية   a Little بمعنى قليل ولكن يكفى

- I have a little money. = I have some money. (Positive جملة مثبتة)

- He has a few books.   = He has some books.
- He has a little furniture.
- They work a few hours a week.

تفيد النفى little / few = hardly any = almost no(t) بمعنى قليل ولكن لا يكفى

- She has few friends. = She has hardly any friends.
- She had little money. = She had almost no money.
- They got little information, did they?   He writes few letters, does he?

يمكن استخدام أدوات تجزئة مع الكلمات التي لا تعـد و في حالة الجمع تجمع أداة التجزئة فقط وفيما يلي بعض الأمثلة

A piece of jewellery	**A piece of furniture**	**A piece of luggage**	**A piece of information**
A slice of cake / cheese	**A loaf of bread**	**A jar of jam**	**A cup of coffee**
A glass of lemonade	**A tube of toothpaste**	**A bar of soap**	**A sheet of paper**
A bottle of milk	**A bar of chocolate**	**A piece of advice**	

أسماء الأشياء المكونة من جزأين مثل glasses gloves / scissors / trousers / shoes / socks نستخدم معها كلمة pair
وبدون كلمة pair تُعتبر هذه الكلمات جمع:

His **trousers are** dirty. **فعل جمع**   **A pair of socks doesn't** cost much money. **فعل مفرد**

الكلمات الآتية لها نفس صيغة المفرد و الجمع:
crossroads تقاطع طرق / means وسيلة / series سلسلة / species نوع

- A means of transport is…   Means of transport are…

الأسماء الآتية دائما جمع و يأتى معها الفعل جمع :
clothes / goods سلع / troops قوات / arms أسلحة / remains بقايا / police / people / cattle

- The police are looking for two terrorists.

كلمة hair لاتُعد إذا قصدنا الشعر بصفة عامة :

- His hair is black.

ولكننا يمكن أن نقول :

- I have got a hair in my mouth. **شعرة واحدة**

كلمة the public بمعنى عامة الناس يأتى معها الفعل جمع أو مفرد :

- The public **has / have** the right to know everything.

كلمة school بمعنى المكان الذي يتعلم فيه الطلاب لا تُعد أما إذا قصدنا المدرسة كمبنى فهى تُعد :

- She drives the kids to **school** every morning.
- They're building three new **schools** in the village.

Unit 3

Present Simple

يتكون من التصريف الاول للفعل بإضافة s مع الفاعل المفرد الغائب أو الضمائر (he, she, it)

- He works in a big firm.

يضاف للفعل es إذا كان الفعل ينتهي بالحروف (ss – sh – ch – x – o)

- He watches TV.   She crosses the road.

يضاف للفعل **ies** إذا كان ينتهي بحرف **y** يسبقه حرف ساكن .

- She studies medicine he carries his bag.

يضاف **s** فقط للأفعال التي تنتهي بحرف **y** يسبقه حرف متحرك.

- He plays the piano. She obeys her mother.

يعبر عن عاده متكررة ويستخدم مع الكلمات

(Always – usually – some times – often – ever – never – hardly – seldom- rarely- Occasionally)

تستخدم قبل الفعل الاساسى أو بعد am , is , are.

- He usually helps his neighbours.
- He is always late.

الظروف الدالة على الزمن adverbs of time تأتى إما فى بداية الجملة أو نهايتها مثل

every day /week/year - / at night / in the afternoon

- We watch TV every night. Every night we watch TV.

يعبر عن حقيقة ثابتة.

- Water boils at 100 degrees Celsius

يعبر عن العادات المتكررة لفترة زمنية طويلة

- We drink a lot of tea.

يستخدم مع الافعال الساكنة

- I don't like gangster films.

- لا حظ استخدام المضارع البسيط مع المستقبل البسيط او الجمله الامريه عند استخدام الروابط الزمنية

When /after/before/as soon as /till/until/the moment / if /unless

- When he comes, I will tell him the truth.
- We will have a meal after the plane takes off.
- If she arrives early ,she will attend the lecture.

- يستخدم للتعبير عن جدول مواعيد القطارات والطائرات ومواعيد الامتحانات .

- Our plane arrives to London tomorrow.

النفى: نستخدم **don't / doesn't / never / / hardly**

- I don't work in a hospital.
- He doesn't eat meat.
- He never comes late = he doesn't come late.
- They don't go to school on Friday = they never go to school on Friday.

الاستفهام:

يتكون المضارع البسيط فى الاستفهام من:

أداة الاستفـهام + do \ does + الفاعل + الفعل(المصـدر) ?

- Where do you work?
- When does he come?

المبنى للمجهول :-

المفعول + am / is / are + PP .

- Somebody cleans this room every day. → This room **is cleaned** every day.

الآفعال اللازمة (و هى الأفعال التى لا يليها مفعول) لا تستخدم فى صيغة المبنى للمجهول و لا يليها (فاعل + by) مثل:

camp	**lie**	**limp**	**roar**	**appear**	**cough**	**laugh**	**wait**
happen	**come**	**fall**	**work**	**Swim**	**increase**	**decrease**	**break**
rain	**sleep**	**stay**	**stand**	**stop**	**begin**	**drown**	**Die**

- Heat and light come from the sun.
- A strange thing happened yesterday.

Unit 4 + Unit 11

The Past simple tense

يتكون من التصريف الثانى للفعل

- Dr Zewail discovered the femto second in 1997.

استعمالات زمن الماضى البسيط :

حدث تم وانتهى في الماضي

- I met Ahmed yesterday.

عاده في الماضي وانتهت (لم تعد تحدث)

- When I was young, we lived in Cairo.
- When I was in Paris, I **used to** play tennis.
- Last year, I visited the temples in Luxor every day.

يستخدم في الحالة الثانية من قاعدة if

- If he studied hard, he would succeed.

يستخدم مع الكلمات التالية:

yesterday أمس -ago منذ - last…. الماضى ... - in the past فى الماضى
once ذات مرة - once upon a time ذات مرة - one day فى يوم من الأيام
the other day(week-month-year) منذ أيام (أسابيع / شهور / سنوات) قليلة
in 2007 – from + سنة + to + سنة – When I was… - How long ago - for

يأتى بعد I wish –if only للتعبير عن أمنيه فى الوقت الحاضر لكن غير متوقع حدوثها.

- I wish I **saw** Ahmed now. I wish I **were** a millionaire.

المبنى للمجهول :

يتكون الماضى البسيط فى المبنى للمجهول من :

المفعول + was \ were + p . p.+ by + الفاعل

- The car **was repaired** by the mechanic.

Past Continuous Tense

يتكون الماضى المستمر من was / were + v. + ing

- He was flying.
- They were talking.

يعبر الماضى المستمر عن حدث مستمر أثناء وقت معين فى الماضى.

- Between six and half past six this morning, I **was having** breakfast.

يعبر الماضى المستمر عن موقف لم يكن مكتمل فى وقت محدد أو قصة فى الماضى.

- I was studying chemistry when I met Rami.
- It was raining and the children were playing roughly.

عند التعبير عن الغضب من موقف متكرر فى الماضى

- When Jane was at school, she was always losing things

يستخدم الماضى المستمر مع الكلمات الآتية:

while بينما - **as** بينما - **just as** فى اللحظة التى - **when** عندما
all day yesterday طوال اليوم أمس - **all the time** طوال الوقت

يأتى الماضى المستمر بعد **while / as / just as** بينما يكون الحدث الأخر

- <u>ماضى بسيط اذا كان الحدثان متقاطعان</u>
- <u>أو ماضى مستمر اذا كان الحدثان مستمران فى نفس الوقت دون ان يقطع احدهما الاخر</u>

- **<u>While (As / Just as)</u>** he **was leaving** the house, the phone **rang**.
- The phone **rang** **<u>while (as-just as)</u>** he **was leaving** the house.
- **<u>while (as-just as)</u>** father **was watching** TV, mother **was cooking** in the kitchen.
- <u>لاحظ عدم استخدام **to Be** كفعل اساسى فى الماضى المستمر:</u>
- While I **<u>was</u>** at school, I worked to a plan.

يأتى بعد **when** ماضى بسيط ثم ماضى مستمر أو العكس حسب المعنى

- I was studying English **<u>when</u>** the lights went out.

يمكن أن يكون الحدثين مع **when** في الماضي البسيط :

- **<u>When</u>** he arrived, he found the door locked.

يمكن أن يأتى بعد **because** ماضى مستمر و الفعل الأخر ماضى بسيط.

- Magdy couldn't hear the phone **<u>because</u>** he **<u>was having</u>** a shower.

<u>ملاحظات:</u>

<u>يمكن استخدام **On** بدلا من **when** و يأتى يعدها **v. + ing** أو **noun :**</u>

- When the thief saw the police, he ran away = **<u>On seeing</u>** the police, the thief ran away.

يمكن استخدام **v-ing** بعد **while** اذا لم يوجد فاعل

- While reading, he entered the room

يمكن استخدام **During** بدلا من **while** و يأتي يعدها **noun :**

- **<u>While I was having lunch</u>**, the phone rang. = **<u>During my lunchtime</u>**, the phone rang.
-

<u>الفعل بعد **and** يأخذ نفس شكل الفعل الذي يسبقها:</u>

- He was writing a letter and listening to some music.

<u>The Present Perfect</u>

<u>يتكون المضارع التام البسيط من has / have + p.p</u>

- They have played that game.
- She has finished that book.

هو حدث تم في الماضي ولا يزال له تأثير في الحاضر :

- My car has broken down. I have to go to work by bus.

يعبر المضارع التام عن حدث بدأ فى الماضى و مازال مستمرا.

- I've been at this school since 2002 / for ten years.

قارن بين المثالين التاليين

- I **have lived** in Tanta for 20 years → I still live in Tanta
- I **lived** in Tanta for 20 years → I live somewhere else now.

يصف المضارع التام حدث تم فى لحظة غير محددة فى الماضى

- My brother has learnt to drive.

يستخدم المضارع التام للسؤال عن خبرات سابقة دون تحديد وقت حدوثها .

- Have you ever met anyone famous?
- She's never met anyone famous yet, but she hopes to one day.

يستخدم المضارع التام مع الكلمات الآتية:

already / just / ever / never / yet / since / for / so far / lately / recently/ up till now / how long

- He has typed five letters so far.

كما يستخدم إذا بدأت الجملة بمـا يلـي :

It's/This is the first (second…) time...   It's (This) is the only…
In the last few years/months   In recent years
Over the ages / over the years علي مر العصور/ السنين

- It's the first time I have been to this place.
- This is the only play I have seen.
- Egypt has changed a lot in the last few years.

ملاحظات:

تستخدم just – already فى الإثبات

- I have **just** phoned the doctor.

تستخدم yet فى نهاية الأسئلة و الجمل المنفية.

- Has he arrived **yet**?
- They haven't eaten **yet**.

- اما so far فنستخدمها مع الجمل المثبتة او المنفية فى بداية الجملة او نهايتها

- **So far** we haven't noticed anything unusual
- I have made a lot of money money **so far** this year.

نستخدم lately فى نهاية وبداية الجمل والاسئلة
و recently فى نهاية وبداية الجمل او قبل الفعل الاساسى

- I haven't seen her **lately**. /   **Lately**, I have had trouble sleeping.
- I have bought a new car recently. /   I have recently been promoted.

تستخدم (ever) فى السؤال عن خبره الشخص و (never) فى النفي.

- Have you **ever** been to Paris?
- No, I have **never** been to Paris

لاحظ الاتى

Has, have been to + مكان   **ذهب إلى مكان وعاد منه**

- He has been to London (now he is in Egypt)

Has, have gone to + مكان   **ذهب إلى مكان وما زال هناك**

- He has gone to Italy (he is still there)

كما نستخدم **ever** ايضا فى الجمل التى تبدأ بـ **Nobody / Nothing / No one.**

- Have you **ever** been to the zoo?
- **Nothing** like this has **ever** happened to us.

وفى الجمل التى تتضمن صيغة مقارنة بين أكثر من اثنين.

- This is the most exciting film I have **ever** seen.

الفرق بين for و since

يأتى بعد since زمن يحدد بداية الحدث أما for يأتى بعدها مدة هذا الحدث.

Since + بداية الحدث	**For + فترة زمنية**
Since 7 o'clock	**For 2 hours**
Since 2000	**For 5 years**
Since yesterday	**For a day - one day**
Since last night	**For a night - the last night**
Since April	**For 2 months**
Since Friday	**For five days**
Since then	**For ages , along time**
Since spring	**For a season**
Since his arrival	**For years – a while**

إذا جاء مع since فعل واحد نضعه في زمن المضارع التام.

- She has learned English since 1995.

إذا جاء مع since فعلان نضع قبلها زمن المضارع التام وبعدها زمن الماضي البسيط.

- She **has been** in bed **since** she **arrived** home.

عند استخدام since / for بدلا من the last time / last / when / ago نحول الماضى البسيط إلى مضارع تام منفى.

- I **last ate** fish when I was in Alex. = I **haven't eaten** fish since I was in Alex.

إذا كانت الجملة مضارع تام منفى و بدأنا بـ It's نستخدم التركيب التالى

It's + مدة زمنية + since + فاعل + last + ماضى بسيط مثبت

- I haven't seen him for ages. = It's ages since I last saw him.

إذا استخدمنا just بدلا من a moment ago / a short time ago نحول الماضى البسيط إلى مضارع تام مثبت.

- The train left a moment ago. = The train has just left.

عند استخدام ago بدلا من since / for نحول المضارع التام الى began / started + to + inf.

- It has rained **for two hours**. = It began to rain **two hours ago**.

في حالة استخدام yet بدلا من still نستخدم مضارع تام منفى بدلا من المضارع المستمر:

- He is **still** writing the report. = He hasn't finished writing the report **yet**.

Present Perfect continuous

يتكون من : has been / have been + v-ing

- He has been sleeping since he arrived.
- It has been raining for 2 hours.

يؤكد هذا الزمن استمرار الحدث حتى الآن وقد يستمر في المستقبل

- She has been doing the housework since 7.30 and she hasn't finished yet.
- He has been studying English for 2 hours now / all day…..

يستخدم المضارع التام المستمر مع How long:

- **<u>How long have</u>** you been smoking?

<u>ولكن لاحظ استخدام How long ago بمعنى When في الماضى البسيط:</u>

- **<u>How long ago did</u> you do the job? = When did you do the job?**

تفسير لموقف في الحاضر :

- I've been running – that's why I'm so tired.
- I'm sorry about this mess. I've been painting my room.

وغالبا ما تكون في الجملة كلمات تدل علي الاستمرار مثل still / yet / now / all day:

- He has been working there ever since he passed his exams.
- It has been raining for three days now.

يستخدم هذا الزمن غالبا مع الأفعال التي تستغرق وقتا طويلا إلي حد ما مثل :

teach / learn / rain / cook / sleep / play / run / study / write / read / stay

- It has been raining for the past three hours.

إذا ذكر <u>عدد مرات</u> حدوث الفعل يستخدم المضارع التام present perfect:

- He **<u>has written three</u>** letters.

لاحظ أن هناك أفعال <u>لا تستخدم في الأزمنة المستمرة</u> حتى مع وجود كلمات تدل علي الاستمرار في الجملة مثل:

know / own / be / love / hate / like

- I have known him for ten years now.
- I have owned this washing machine for 5 years now.
- He has been in the army for 5 years now.

<u>Past perfect</u>

<u>يتكون الماضى التام من had + p.p.</u>

يستخدم الماضى التام ليصف حدث وقع قبل حدث آخر فى الماضى.

- By the time I met John, he had finished shopping.
- When the police arrived, the robbers had left.

يستخدم الماضى التام مع الكلمات الآتية:

after بعد / as soon as بمجرد أن / when عندما / till / until حتى / before قبل by the time قبل
no sooner….than لم يكد... ... حتى
hardly (scarcely)……when لم يكد …… حتى

After + فاعل + ماضى تام + ماضى بسيط
After + v. + ing + ماضى بسيط
Having + pp + ماضى بسيط

- After he had read the novel, he watched TV.
- After reading the novel, he watched TV.
- Having read the novel, he watched TV.

As soon as + فاعل + ماضى تام + ماضى بسيط

- He parked his car as soon as he had found a place.

يستخدم الماضى التام قبل أو بعد when و ذلك حسب ترتيب الأحداث.

- When he arrived, we had finished our dinner.
  = We had finished our dinner before he arrived.
- When we had finished our dinner, he arrived.
  = He arrived after we had finished our dinner.

ماضى بسيط منفى + till / until + past perfect ماضى تام
It wasn't until + ماضى تام + that + ماضى بسيط
It was only when + ماضى تام + that + ماضى بسيط

- He didn't park his car until he had found a place.
- It wasn't until he had found a place that he parked his car.
- It was only when he had found a place that he parked his car.

Before + ماضى بسيط + ماضى تام
Before + v. + ing + ماضى تام
By the time + ماضى بسيط + ماضى تام
By + زمن ماضى + ماضى تام

- Before he watched TV, he had read the novel.
- Before watching TV, he had read the novel.
- By the time the police arrived, the thief had escaped.
- By last Friday, he had finished the report.

فاعل + had + no sooner / hardly / scarcely + p.p. + than / when / when + ماضى بسيط

- The workers had **no sooner** finished painting our new house than we moved into it.
- The workers had **hardly** finished painting our new house when we moved into it.

لاحظ استخدام no sooner/ hardly / scarcely بين had و التصريف الثالث (pp)

إذا بدأت الجملة بـ no sooner/hardly/scarcely نضع الجملة الأولى فى صيغة استفهام.

No sooner / Hardly / Scarcely + had + فاعل + p.p.+ than / when / when + ماضى بسيط

- **No sooner had** the workers finished painting our new house than we moved into it.
- **Hardly had** the workers finished painting our new house when we moved into it.

لابد من استخدام الماضى التام إذا كان ذلك يؤثر على معنى الجملة.

- **He thanked me for what I had done.**
- **He found the bag, which he had lost.**
- **He was tired because he had worked for 14 hours.**

Past Perfect Continuous

Had been + verb –ing يتكون الماضى التام المستمر من

ويستخدم للتأكيد على استمرارية حدوث فعل فى وقت محدد قبل فعل آخر فى الماضى

- While I **had been talking** on the phone, Jimmy **had escaped**.
- The whole place was deserted, but it was obvious that someone **had been living** there.
- **They'd been cooking** in the kitchen for an hour, and they hadn't bothered to clear up the mess.

since – for – after – before – by the time – when – while - how long – all.. – ويستخدم مع

Unit 5

تتكون صيغة المبنى للمجهول من .To Be + p.p: ويستخدم فعل to Be فى نفس زمن الجملة:

Simple present مضارع بسيط **Am / is / are + PP.**	• People speak Arabic in Egypt. ➔ Arabic is spoken in Egypt.
Present Cont.: مضارع مستمر **Am / is / are + being + PP.**	• Someone is repairing my car. ➔ My car is being repaired.
Simple past ماضي بسيط **Was / were + PP.**	• They invited me to a party. ➔ I was invited to a party.
Past Cont. ماضي مستمر **Was / were + being + PP.**	• I thought they were watching me. ➔ I thought I was being watched.
Present perfect مضارع تام **Have / has been + PP.**	• I have paid the bill. ➔ The bill has been paid.
Past perfect ماضي تام **Had been + PP.**	• I knew why they had picked me for the team. ➔ I knew why I had been picked for the team.
Future simple : مستقبل بسيط **Will be + PP.**	• They will tell me the exam results tomorrow. ➔ I will be told the exam results tomorrow.
Future perfect مستقبل تام **Will have been + PP.**	• She will have saved enough money. ➔ Enough money will have been saved.
Simple modals : الأفعال الناقصة **can/should/have to/used to/be to/may…etc + be+ PP.**	• They used to do the shopping on Monday. ➔ The shopping used to be done on Monday. • She might send the e-mail. ➔ The e-mail might be sent.
Perfect modals: الناقصة التامة **Should have/could have/might have ..etc + been + PP.**	• He should have done the job. ➔ The job should have been done. • He could have paid the bill. ➔ The bill could have been paid.

الأفعال الناقصة هى

can / could / will / would-shall / should / may / might / have to / has to / had to /ought to / need to / needn't / used to / be going to / will have to

- She used to clean the flat. → The flat used to be cleaned.
- They will have to cancel the match. → The match will have to be cancelled.

يمكن استخدم get بدلا من be عند التحويل إلى المبنى للمجهول وذلك مع أفعال معينة مثل:

(get arrested / get killed/ get married / get divorcedبطلق / get caught يقبض علي / get elected ينتخب/ get lost / get hurt / get beaten يهزم / get delayed يتأخر / get confused يرتبك / get burnt / get damaged / get fired يفصل من العمل / get run over يصدم)

- The police caught him. → He was caught by the police. = He got caught by the police.
- She beat me at chess. → I was beaten at chess. = I got beaten at chess.

لا بد من استخدام الفاعل + by مع أفعال معينة مثل:

build / invent / discover / design / write / damage / compose / destroy

- Beethoven composed this symphony. → This symphony was composed by Beethoven.

الجملة المنفية تظل منفية فى المبنى للمجهول:

- They don't speak Arabic in Peru. → Arabic is not spoken in Peru.
- They didn't see the robbers. → The robbers weren't seen.

و تكون الجملة منفية أيضا إذا بدأت بكلمات مثل Neither / No one / Nobody

- Neither of them did the job. → The job wasn't done.

فى حالة وجود مفعولين يمكن أن نبدأ بأى منهما فى المبنى للمجهول و لكن لاحظ استخدام حرف جر عندما نبدأ بالمفعول المباشر.

- She gave me a gift. → I was given a gift. / A gift was given **to** me.

يستخدم حرف الجر for مع أفعال معينة مثل:

buy / build / find / order / make / leave / save / get / keep. (for)

- He built his parents a house. → A house was built **for** his parents.

ويستخدم حرف الجر to مع أفعال معينة مثل:

give / bring / lend / offer / pass / read / sell / show / write. (to)

- He sold me his old car. → His old car was sold **to** me.

عادة لا يستخدم الفعل let فى المبنى للمجهول .و نستخدم بدلا منه الفعل allow:

- She let me drive her car. →I was allowed to drive her car.

لاحظ هذة التغييرات الهامه

- **It is possible = can be + PP**
- **It's impossible = can't be + PP**
- **It's necessary = must be + PP**
- **It's unnecessary = needn't be + PP**
- **It's probable = may be + PP**
- **It's improbable = might be + PP**
- **It's advisable = should be + PP**
- **It's inadvisable = shouldn't be + PP**

- It's necessary to wash vegetables before eating. → Vegetables must be washed before eating

لاحظ التحويل إلى المبنى للمجهول فى حالة وجود أحد الأفعال التالية :

think / say / believe / know / consider / understand / claim / expect / allege / report / suppose.

- People think that this building withstands earthquakes.

يمكن تحويل هذه الجملة إلى المبنى للمجهول بطريقتين :

1. **It is thought that** this building withstands earthquakes.
2. This building **is thought to** withstand earthquakes.

- People believe that she stole the documents. (It…) (She..)

1. **It is believed that** she stole the documents.
2. She **is believed to** have stolen the documents

في حالة وجود مضارع مستمر نستخدم to be + ing:

- I think he is making a plan. (It…) (He…)

1. **It is thought that** he is making a plan.
2. He **is thought to** be making a plan.

في حالة وجود ماضي مستمر نستخدم to be +V- ing أو to have been +V- ing

- I think he was making a plan. (It…) (He…)

1. **It is thought that** he was making a plan.
2. He **is thought to** be making / to have been making a plan.

It is said that… or "It is believed that… هذا التركيب يعني بصفة عامة أن الناس تقول أو تعتقد شيئا ما

- People say that the Wall of China is the greatest building on Earth. .

1. It is said that the Wall of China is the greatest building on Earth.
2. The Wall of China is said to be the greatest building on Earth.

Unit 6 + Unit 9

The zero conditional

تعبر هذه الحالة عن حقيقة أو عـادة ولاحظ أننا في هذه الحالة يمكن أن نستخدم when بدلا من IF:

تتكون من if + present simple + present simple

- If you heat ice, it melts. = When you heat ice, it melts.
- If you water plants, they grow.

The first conditional

تتكون من if + present simple + will / may / can + inf.

تستخدم لامكانيه او توقع حدوث شيء في المستقبل.

- If she works hard, she will pass the test.
- If we have enough time, we can visit him.

يمكن أن يكون جواب الشرط أمر أو طلب.

- If you see Soha, give her a message for me, please.

يمكن أن نستخدم should بدلا من if و يليها فاعل ثم مصدر

- Should he have enough money, he will buy a car.

The second conditional

if + past simple + would / might / could + inf. تتكون من

- If she studied, she would succeed.

تستخدم الحالة الثانية فى الحالات الاتيه:

- للتعبير عن حدث غير محتمل أو مستحيل وقوعه في الوقت الحاضر

- If I didn't feel so tired, I'd go out with you
- If I were rich, I would buy a car.

إعطاء النصيحة

- If I were you, I'd see a doctor.

مـلاحـظـات:

لاحظ استخدام were مع المفرد للدلالة على الاستحالة

تستخدم الحالة الثانية If I were you للنصيحة

- If I were you, I'd look for another job.

يمكن استخدام were بدلا من if مع ملاحظة أن were هى فعل الجملة الأساسى

- **If I were younger**, I'd play football with you.

= **Were I younger**, I'd play football with you.

إذا كان فعل الجملة فعل آخر غير were نستخدم were ثم الفاعل ثم to + inf.

- **If it rained**, the match would be postponed.

= **Were it to rain**, the match would be postponed.

اذا كانت الجملة مضارع نستخدم الحالة الثانية و تحول الجملة المثبته إلي منفية والعكس عند استخدام الحالة الثانية.

ويأتي بعد if ألجمله بعد as, because و قبل therefore , so , that's why .

- He can go for a swim because it's fine.

= He wouldn't go for a swim if it weren't fine.

- I'm too busy therefore I can't visit him today.

= If I weren't too busy, I'd visit him today.

يمكن استخدام should بدلا من if في الحالة الثانية وتحويل الفعل الاساسى الى المصدر.

- If he studied, he'd succeed.
- **Should** he study, he would succeed.

يمكن استخدام Had بدلا من if في الحالة الثانية اذا كانت موجودة بالجملة.

- If I had enough money, I'd buy a new house.
- **Had** I enough money, I'd buy a new house.

The Third Conditional

If + past perfect + would/could/might/should +have +p.p تتكون من .

- If you **hadn't phoned**, I **wouldn't have known** you were back from your holiday.
- If you hadn't gone to that school, I wouldn't have met you.

تعبر الحالة الثالثة عن حدث خيالى فى الماضى.

- If it **had continued** raining, the town **would have flooded**.
  (it didn't continue raining and the town didn't flood.)
- If he **had been** taller, he **would have been** a basketball player.
  (he wasn't taller and he didn't become a basketball player.)

يمكن أن نستخدم had بدلا من if و يليها فاعل ثم تصريف ثالث

- If he had played well, he would have won.

= **Had** he played well, he would have won.

ملاحظات:

تنطبق حالات if الثلاثة على unless بمعنى اذا لم و يأتى بعدها جملة مثبتة

- **Unless** Peter improves, he will fail the exam.
- **Unless** he were lazy, he wouldn't fail the exam.
- **Unless** he had worked hard, he wouldn't have succeeded.

لاحظ الفرق بين in case / in case of فى الاستخدام:

In case	**+ جملة**
In case of	**فى حالة + v. + ing / noun اسم**

- In case of having enough money, he will buy a car.
- Take this money in case you need it.

لاحظ التعبيرات التالية.

But for/ Without+ v. + ing/ noun	**+**	**would + inf. / would have +pp**
If it weren't for + v. + ing / noun	**+**	**would + inf.**
If it hadn't been for + v. + ing / noun	**+**	**would have + pp**

- But for the Nile, Egypt would be a desert.
- If it weren't for the Nile, Egypt would be a desert.
- Without his hard work, he wouldn't have succeeded.
- If it hadn't been for his hard work, he wouldn't have succeeded.

أدوات شرط أخرى:

as long as طالما / only if فقط اذا / on condition that بشرط أن
in the event that فى حالة / provided (providing) بشرط أن:

- You can stay with us **as long as** you share the rent.
- You can drive my car **only if** you drive carefully.
- I'll lend you the money **on condition that** you return it within 6 months.
- **In the event that** he wins the prize, he will probably celebrate the event.
- She will pass her exams **provided / providing** she studies hard.

لاحظ صيغة السؤال مع if
لاحظ ان جملة if دائما جملة فرعية ولذلك فإننا نكون السؤال من الجملة الاساسية

- If he had played well, he would have won.

➔ What would have happened if he had played well?
➔ What would he have done if he had played well?

Unit 7

Deduction الاستنتاج

في حالة التعبير عن الاستنتاج في المضارع نستخدم:

- **must** I am certain that he isn't clever.
- **can't** = **He can't be clever.**
- **may + inf.**
- **might** Perhaps she speaks German well.
- **could** = **She may speak German well.**

أحيانا يمكن أن تعبر الجملة عن الاستمرار وفي هذه الحالة نستخدم:

- **Must** What is Ali doing in his room?
- **Can't** = **I'm not sure. He may be studying.**
- **May + be + V+ing** What is Linda doing?
- **Might** = **She must be working on her computer.**
- **could**

في حالة الاستنتاج في الماضي:

- **Must have + PP.** تعبر عن استنتاج مثبت مؤكد في الماضي
- **Can't have + PP.** تعبر عن استنتاج منفي مؤكد في الماضي
- **May have + PP.** تعبر عن شيء ممكن أو محتمل في الماضي
- **Might have + PP.** تعبر عن شيء أقل احتمالا في الحدوث
- **could have + PP. = may have / might have + PP**

واذا كانت الجملة تعبر عن الاستمرار نستخدم:

- **Must have** What was he doing in the early morning?
- **Can't have** **- He must have been doing the exercises.**
- **May have + been + V+ing** The light was on in his room after midnight.
- **Might have** **- He must have been studying.**
- **could have**

- The streets are wet. It **must have rained** last night.
- He was here a minute ago. He **can't have gone** too far.
- He doesn't get the same train any more. He **may have changed** his job.
- I haven't seen Melissa for ages. She **might have moved**. (=Perhaps she moved.)

يمكن استخدام could بدلا من may / might :

و يمكن أن تعبر could have + PP أيضا عن شيء كان من الممكن حدوثه ولكنه لم يحدث:

- **Could have + PP.**

- He hasn't visited us for a long time. He **could have been** busy.
- He was able to do the job but he didn't. He **could have done** the job.

Unit 8 + Unit 16

Reported Speech: Statements

Direct	Indirect	Direct	Indirect
say	say	say to	tell
says	says	says to	tells
said	said	said to	told

تحذف inverted commas و يمكن استخدام that أو تحذف.

تتغير الأزمنة من مضارع إلى ماضي و من ماضي إلى ماضي تام كما يلي:

Direct	Indirect	Direct	Indirect
write / writes	wrote	will	would
wrote	had written	shall	would
is / are writing	was / were writing	may	might
have / has written	had written	can	could
has / have been writing	had been writing	must	had to
was / were writing	had been writing		

هناك كلمات معينة تتغير في غير المباشر كما يلي:

Direct	Indirect	Direct	Indirect
now	then	tonight	that night
this	that	tomorrow	the next day
these	those	yesterday	the day before / the previous day
here	there	today	that day
(two days) ago	(two days)before / earlier	yet	by then
last week	the week before / the previous week	next week	the following week
the day before yesterday	two days before	the day after tomorrow	in two days' time
tomorrow morning	the next morning	this afternoon	that afternoon
next Friday	the following Friday		

لاحظ تغيير الضمائر:

- She said, "I shall pay my debts tomorrow."

➔ She said she would pay her debts the next day.

- He said to me, "I sent the letter two days ago."

➔ He told me he had sent the letter two days before / two days earlier.

- He said to me, "I didn't see the robbers last night."

➔ He told me he hadn't seen the robbers the night before / the previous night.

يمكن استخدام الأفعال الآتية بدلا من said:

claimed ادعى/ complained / mentioned ذكر / indicated أوضح / asserted أكد / agreed / reported / explained / agreed

- He said, "The service in this restaurant is not good."

➔ He complained that the service in that restaurant was not good.

- He said, "I won't tell anyone what you said."

➔ He agreed he wouldn't tell anyone what I had said.

الأفعال الآتية لا تتغير فى غير المباشر:

Would / should / ought / had better / might / used to / could

- He said, "I used to clean my room every day."

➔ He said he used to clean his room every day.

لا تتغير الأزمنة إذا كان فعل say(s) في المضارع:

- She says, "I live in a small flat in Cairo."

➔ She says she lives in a small flat in Cairo.

لا تتغير الأزمنة إذا كانت الجملة تعبر عن حقيقة:

- She said, " Metals expand when they are heated".

➔ She said that metals expand when they are heated.

لا تتغير الأزمنة إذا كانت الجملة قيلت منذ فترة وجيزة:

- He said just now, "I have already seen the film."

➔ He said just now he has already seen the film.

فى حالة وجود if يتغير الزمن فى الحالة الأولى فقط:

- He said, "If it rains, I'll stay at home."

➔ He said if it rained, he would stay at home.

فى حالة وجود جملتين نستخدم and that أو and added that:

- He said to me, " I didn't post the letter. I'll ask John to post it for me."

➔ He told me he hadn't posted the letter and that he would ask John to post it for him.

يمكن استخدام الأفعال الآتية بدلا من said to عند نقل الجملة إلى غير المباشر ويأتى بعدها v+ing:

suggest / admit / deny / apologize for/objected to/insisted on + (v-ing)

- He said, " Let's watch the news on TV."

➔ He suggested watching the news on TV.

بعد deny / admit يمكن تحويل الجملة بالطريقة العادية:

- He said, " I didn't see the accident."

➔ He denied seeing the accident.

➔ He denied that he had seen the accident.

يمكن استخدام الأفعال الآتية بدلا من said to عند تحويل الجملة إلى غير المباشر ويأتى بعدها to + inf.:

promised/offered /agreed/threatened/advised/refused/reminded/decided/ +(to+inf.)

- He said, " I'll lend you the money you need."

➔ He promised to lend me the money I needed.

➔ He promised that he would lend me the money I needed.

- He said to me , " You ought to do your job well."

➔ He advised me to do my job well.

لاحظ أن أسلوب التعجب في غير المباشر يتحول إلى جملة عادية تبدأ بـ ..It was:

- He said, " How terrible!"

➔ He said that it was terrible.

Reported Questions

Said / said to ➔ asked:

ويمكن تحويل السؤال إلى غير المباشر باستخدام إحدى العبارات الآتيــة

Present	Past
I'd like to know	He inquired
I want to know	I wanted to know
I wonder	I wondered
I have no idea	I had no idea
I don't know	I didn't know
He asks	He asked
Can you tell me…?	
Could you tell me…?	

لاحظ عدم استخدام ضمير مفعول بعد wonder / inquire :

في حالة الأسئلة التى يجاب عنها بـ yes / no نستخدم if / whether كأداة ربط وبعدها نبدأ بالفاعل ثم الفعل

- She said, " Do you speak French?"

➔ She asked if I spoke French.

- He said, "Have you ever been abroad?"

➔ He wondered if I had ever been abroad.

فى حالة الأسئلة التى تبدأ بأداة استفهام ، تستخدم نفس أداة الاستفهام كأداة ربط وبعدها نبدأ بالفاعل ثم الفعل:

- He said, "Where did you spend your summer holiday?"

➔ He wanted to know where I had spent my summer holiday.

- He said, " What are you doing now?"

➔ He asked what I was doing then.

لاحظ حذف الكلمات do/does/did عند تحويل السؤال إلى غير مباشر:
وتتغير الأزمنة فقط إذا بدأ السؤال بفعل فى الماضى:

- " How much do you earn?"

➔ He wonders how much I earn.

- "How much do you earn?"

➔ He wondered how much I earned.

فى حالة تحويل سؤالين إلى غير مباشر نستخدم and if أو أداة استفهام + and

- He said, " Why are you late? Did you miss the bus?"

➔ He wondered why I was late and if I had missed the bus.

- He said, "Where did you buy the trousers. How much did they cost you?"

➔ He wanted to know where I had bought the trousers and how much they had cost me.

في حـالة العـرض offer:

- He said, "Shall I get you some tea?" (He offered …)

➔ He offered me some tea. / He offered to get me some tea.

في حالة الطلب request:

- He said, "Could you open the window, please?" (He asked…)

➔ He asked me to open the window.

Order

Said to → told /asked / advised / begged التمس/ warned حذر/ threatened…. هدد

نستخدم to + inf. في الإثبات و نستخدم not to + inf. في النفـي بعد الأفعال السابقة:

- He said to me, " Read the instructions before you operate the machine."

➔ He told me to read the instructions before I operated the machine.

- She said to me, "Don't ever shout at me."

➔ She told me never to shout at her.

- He said, "Go away or I'll call the police."

➔ He threatened to call the police if I didn't go away.

➔ He threatened that he would call the police if I didn't go away.

Unit 10

I wish / If only

يستخدم الماضى البسيط بعد I wish / If only للتعبير عن موقف غير حقيقى فى المضارع

- I wish you had time. = You don't have time.
- I wish I knew Soha's phone number. = I don't know it.

- I have to work hard. → I wish I didn't have to work hard.
- There are a lot of people in this place. → If only there weren't many people in this place.

يستخدم الماضى التام بعد I wish / If only فى حالة التعبير عن موقف فى الماضى :

- I failed the maths test. → If only I hadn't failed the maths test.
- I didn't apply for that job. → I wish I had applied for that job.
- The weather was cold while we were away. → I wish it had been warmer.

فى حالة وجود فعل آخر مع I wish / If only فى الماضى :

- If only she hadn't told the police, everything would have been all right.
- I wish he hadn't wasted all his money. He would have bought a new house.

فى حالة وجود فعل مضاف له ing بعد regret نستخدم الماضى التام بعد I wish :

- I regret not studying hard. → I wish I had studied hard.

في حالة التعبير عن المستقبل تستخدم could + inf مع I / We ويمكن استخدام would باقى الضمائر

- I wish I could ride a horse.
- I wish he would visit me next week.
- If only we could visit Alex next year.

wish to + inf. = want to

- I wish to see the manager, please.
- If you wish to reserve a table, please telephone after 5 o'clock.

Wish … + n. (wish someone something)

- I wish you a speedy recovery.
- I wish you good luck.
- I wish you a happy life.

نستخدم hope مع المضارع البسيط او المستقبل او يأتى بعدها (مصدر + to)

Hope + فاعل + مضارع بسيط أو مستقبل

- I hope she comes tomorrow.
- I hope she will come tomorrow.
- I hope to win the first prize.

Unit 12

Prepositions after verbs

الأفعال الآتية يأتى بعدها to + inf.:

agree	يوافق	**threaten**	يهدد
arrange	يرتب	**swear**	يُقسم
decide	يقرر	**refuse**	يرفض
expect	يتوقع	**volunteer**	يتطوع
hope	يأمل	**prepare**	يستعد
learn	يتعلم	**decide**	يقرر
offer	يعرض	**pretend**	يتظاهر
plan	يخطط	**fail**	يفشل
promise	يعد	**choose**	يختار
seek	يسعي إلي	**manage**	يتمكن
want	يريد	**seem**	يبدو
deserve	يستحق	**tend**	يميل
request	يطلب	**wish**	يرغب
guarantee	يضمن	**determine**	يصمم
hesitate	يتردد	**hurry**	يسرع
prove	يثبت / يبرهن		

الأفعال الآتية يأتى بعدها فعل مضاف له ing:

admit	يعترف	**resist**	يقاوم
avoid	يتجنب	**resume**	يستأنف
dislike	يكره	**put off**	يؤجل
enjoy	يستمتع	**delay**	يؤخر
finish	ينهي	**postpone**	يؤجل
practise	يمارس	**necessitate**	يُحتِم / يستلزم
suggest	يقترح	**can't help**	لا يستطيع أن يمنع نفسه من
spend (time)	يقضي	**fancy**	يتخيل
risk	يخاطر	**imagine**	يتخيل
include	يشمل	**complete**	يُكمل
miss	يفتقد	**deny**	ينكر
appreciate	يُقدِر	**involve**	يتضمن
consider	يفكر في	**understand**	يفهم
celebrate	يحتفل	**endure**	يتحمل

الأفعال الآتية يأتى بعدها to + inf. أو فعل مضاف له ing بدون اختلاف فى المعنى:

hate	يكره	**like**	يحب
love	يحب	**prefer**	يفضل

ولكن لاحظ أنه إذا استخدمنا would قبل الأفعال السابقة فانه يأتى بعدها to + inf.

- I'd like to finish my work early today.
- I'd prefer to drink coffee.

الأفعال و الظروف الآتية يأتى بعدها inf. فقط بدون to:

had better	ينبغي	**would rather**	يفضل
let	يسمح	**make**	يرغم

- She would rather stay at home.
- Let me have a look at that letter.

الأفعال الآتية يمكن أن يأتى بعدها to + inf. أو فعل مضاف له ing مع وجود اختلاف فى المعنى:

stop	يتوقف	**forget**	ينسى
remember	يتذكر	**regret**	يأسف

- **Remember to + infinitive** **يتذكر أن يقوم بعمل شيء**
- He remembered to close the gate. تذكر أن يغلق البوابة.

- **Remember + gerund** **يقوم بعمل شيء ثم يتذكر أنه فعله**
- He remembered seeing the man. = He saw the man and later remembered.

- **Forget to + infinitive** **ينسي أن يفعل شيئا (لم يفعله)**
- Nadia forgot to meet the customer. = She didn't meet the customer.

- **Forget + gerund** **يفعل شيئا ثم ينسي أنه فعله**
- Nadia forgot meeting the customer. = She met the customer but then couldn't remember.

- **Regret to + infinitive** يشعر بالأسف لأن يقول أو يخبر شخص شيئا ما
- He regretted to say that he had an accident. = He was sorry that it was necessary to say it.

- **Regret + gerund** يشعر بالندم علي شيء حدث
- He regretted saying that he had an accident. = He was sorry that he had said it.

- **Try to + infinitive** يحاول عمل شيء (وغالبا لا ينجح)
- Try to open the door. = See if you can open the door.
- The prisoner tried to escape, but he was caught.

- **Try + gerund** (يقوم بعمل شيء ليري نتيجته / يُجرب عمل شيء)
- A: I have a bad headache.
- B: Try taking an aspirin. = Take an aspirin and see the result.

- **Stop to + infinitive** يتوقف لكي يفعل شيئا
- He stopped to read his newspaper. = He stopped what he was doing to read the paper.

- **Stop + gerund** يتوقف عن عمل شيء
- He stopped reading his newspaper. = He had read what he wanted to read.

-

<u>ينفي الفعل المضاف له ING باستخدام not</u>

- Thank you for not coming late.
- I apologize for not posting your letter.

<u>Prefer +V-ing+ to + ING</u>

- I prefer using the internet to watching TV.

<u>لاحظ استخدام v + ing بعد to فى التعبيرات الآتية:</u>

take to يعتاد علي	**object to** يعترض
be used to معتاد	**look forward to** يتطلع إلي
be accustomed to معتاد	**get round to** يجد الوقت لـ
get used to يعتاد علي	**in addition to** بالإضافة إلى
own up to يعترف بـ	**contribute to** يسهم في
lead to يؤدي إلى	**be opposed to** معارض لـ
due to بسبب	**thanks to** بفضل
owing to بسبب	

<u>يستخدم فعل مضاف له ING بعد التعبيرات الآتية:</u>

be busy مشغول	**Be worth** يستحق
have difficulty (in) يجد صعوبة في	**It's a waste of money** مضيعة للمال
It's no good = It's no use لا فائدة من	**It's a waste of time** مضيعة للوقت
There is no point in لا فائدة من	**Feel like** يود/ يريد
Can't stand لا يحتمل	**How about**
What about	**Don't mind**

- She has difficulty (in) breathing.
- It's a waste of money buying that house.
- I feel like having a cold drink.

في حالة وجود فعل بعد what / how / where نستخدم to + inf.:

- He got lost; he didn't know where to go.

Unit 13

Relative Clauses عبارات الوصل

يستخدم ضمير الوصل لربط جملتين و يحل محل اسم أو ضمير موجود غالبا فى الجملة الثانية:

Who: يحل محل فاعل عاقل (يليه فعل و لا يمكن حذفه)

- My penfriend is studying biology at university. He lives in Sweden.
- ➔ My penfriend who lives in Sweden is studying biology at university.

Whom / who: تحل محل مفعول عاقل (يليه فاعل ثم فعل و يمكن حذفه)

- The boy was not at home. I wanted to talk to him.
- ➔ The boy whom / who I wanted to talk to was not at home.
- ➔ The boy I wanted to talk to was not at home.

Which: تحل محل فاعل غير عاقل (لايمكن حذفه) أو مفعول غير عاقل (يمكن حذفه)

- Our flat overlooks the Nile. It is on the fifth floor.
- ➔ Our flat, which is on the fifth floor, overlooks the Nile.
- The shoes don't fit very well. Nadia bought them.
- ➔ The shoes which Nadia bought don't fit very well.
- ➔ The shoes Nadia bought don't fit very well.

يمكن أن نستخدم which لتحل محل فكرة كاملة:

- Jim passed the driving test. This surprised everybody.
- ➔ Jim passed the driving test, which surprised everybody.

that: تحل محل فاعل عاقل أو غير عاقل (لايمكن حذفه) أو مفعول عاقل أو غير عاقل (يمكن حذفه)

- My brother is going to visit us soon. He lives in New York.
- ➔ My brother that lives in New York is going to visit us soon.
- Fruit tastes best. It ripens on the tree.
- ➔ Fruit that ripens on the tree tastes best.

Whose: تستخدم للملكية وتحل اسم متبوع بـ 's و صفات الملكية وهى my/his/her/its/our/you/their

- Aisha is my best friend at school. Her father is a well-known doctor.
- ➔ Aisha whose father is a well-known doctor is my best friend at school.

Where = حرف جر + which : تحل محل ظرف مكان (جار و مجرور / there)

- My brother went to Alexandria University. He studies architecture there.
- ➔ My brother went to Alexandria University, where he studied architecture.

When: تحل محل ظرف زمان (جار و مجرور / there)

- June is the month. I go on holiday in this month.
- ➔ June is the month when I go on holiday.

هناك نوعان من عبارات الوصل:

• النوع الأول يعطى معلومة أساسية عن الشيء أو الشخص أو المكان الذي نتحدث عنه ونستخدم في هذا النوع who / which / whom ولا نستخدم comma قبل أو بعد عبارة الوصل. ويمكن استخدام that بدلا من ضمائر الوصل المذكورة .

- My brother that lives in New York is going to visit us soon.

والنوع الثاني لا تقدم عبارة الوصل معلومة هامة عن الشيء أو الشخص أو المكان الذي نتحدث عنه ولا بد من استخدام comma قبل وبعد عبارة الوصل و لا تستخدم that في هذا النوع:

- My penfriend, who lives in Sweden, is studying biology at university.
- Our flat, which is on the fifth floor, overlooks the Nile.

يمكن حذف ضمير الوصل في الحالات الآتية (مع ضرورة حذف verb to be أيضا):

• إذا كان بعده مبنى للمجهول :

- The man who was injured in the accident was taken to hospital.

➔ The man injured in the accident was taken to hospital.

• إذا كان بعده جار و مجرور (حرف جر واسم):

- The boy who is in the library wants to borrow some books.

➔ The boy in the library wants to borrow some books.

• إذا كان بعده اسم أو صفة بعدها اسم:

- Dr Magdy Yacoub who is a famous heart surgeon was interviewed on TV.

➔ Dr Magdy Yacoub, a famous heart surgeon, was interviewed on TV.

• إذا كان بعده مبنى للمعلوم و نضيف للفعل v.+ ing :

- Students who arrived late missed the start of the experiment.

➔ Students arriving late missed the start of the experiment.

لاحظ أن that / who لا يسبقهما حرف جر بينما يمكن استخدام حرف جر قبل whom / which whose:

- This is Ali that I told you about.
- This is Ali who / whom I told you about.
- This is Ali about whom I told you.
- The train by which I came arrived late.
- The train that I came by arrived late.

لاحظ استخدام that بعد صفات التفضيل للإشارة إلي غير العاقل و استخدام that أو who للاشارة الى العاقل:

- This is the most interesting story that I have ever read.
- He was the best player that / who ever played football.

عادة تستخدم that بعد all / much / little / the best / the only

- That was all that he had said.

يمكن استخدام to + inf. بدلا من عبارة الوصل اذا كان ضمير الوصل في الجملة يحل محل الفاعل وفي حالة وجود ما يلي :

the first / the second / the last / the only

- Armstrong was the first man who walked on the moon.
- Armstrong was the first man to walk on the moon.

لاحظ هذه الصيغة:

It + is / was + اسم عاقل+ who / that …

It + is / was + اسم غير عاقل + which / that …

- It was Graham Bill who / that invented the telephone.
- It was the traffic which / that delayed us.

what = the thing(s) that / everything that لاحظ ان

- Everything that happened was my fault.
- What happened was my fault.
- Did you hear the things that they said?
- Did you hear what they said?

Unit 14

Linking words (Conjunctions) الروابط

Linkers of addition روابط الإضافة

و هى روابط تستخدم فى ربط فكرتين أو أكثر.

and: (تربط اسمين أو فعلين) واو العطف

- We went to the market **and** the zoo.

Besides + v. + ing: بالاضافة الى

- **Besides cooking** for twenty people, she did the washing up.

In addition to + v. + ing: بالاضافة الى

- **In addition to going** to the market, we went to the zoo.

In addition + جملة:

- We went to the market. **In addition**, we went to the zoo.

As well as + v. + ing : بالإضافة إلى (الفاعل واحد فى الجملتين)

- **As well as going** to the market we went to the zoo.

اذا استخدمت as well as فى ربط جملتين يختلف فيهما الفاعل ، فان الفعل يتبع الفاعل الأول.

- **I as well as he have** a car.

تربط as well as مفعولين أو صفتين مختلفين.

- Hala plays **the guitar as well as the piano**.
- Rania **is talented as well as beautiful**.

not only …………, but also …………….: ليس فقط ... و لكن أيضا

not only …… ……, but ……….. as well: ليس فقط ..... و لكن أيضا

تأتى not only قبل الفعل الأساسى أو بعد الفعل المساعد فى الجملة الأولى.

- We **not only** went to the market **but also** we went to the zoo.
- We **not only** went to the garden, **but** we went to the zoo **as well**.

إذا بدأنا بـ Not only تكون الجملة الأولى على شكل سؤال.

- **Not only did we go** to the market, **but also** we went to the zoo.

إذا ربطت ….. Not only……but also فاعلين مختلفين فان الفعل يتبع الفاعل الثانى.

- **Not only Tom but also his brothers play** music.

Both ……… and ……… : كلا من ..... و ..... (الفاعل جمع)

- **Both Engy and Monica play** musical instruments.

Neither …….. nor ……….. : لا ...... و لا .... (الفعل يتبع الفاعل الثانى)

- **Neither Dina nor her friends study** Spanish at school.

Linkers of Cause الروابط الدالة على السبب

Because / As / Since + جملة: لأن (يأتى بعدها جملة السبب)

- He was late for school **because** he missed the bus.
- **Since/As** he had no money, he couldn't buy a bicycle.

Due to / Owing to
Because of / Through + v. + ing /اسم / صفة + اسم: بسبب
On account of / Thanks to
as a result of

تستخدم v + ing إذا كان الفاعل واحد فى الجملتين

- We lost the match **due to** / **through** bad play.
- We didn't play the match **owing to** bad weather.
- He went to the doctor **because of his illness**.
- He went to the doctor **because of being ill**.
- **Thanks to science and technology**, Egypt has achieved progress.

الفعل المضاف له ing ينفى باستخدام not قبله:

- He couldn't pay his debts due to not having any money.

بدلا من جملة because يمكن أن تبدأ الجملة بـ Being و بعدها الصفة ثم باقى الجملة

- He didn't go out **because he was ill**.

= **Being ill**, he didn't go out.

للتعبير عن النتيجة نستخدم

Therefore و لهذا السبب - consequently نتيجة لذلك: Thus: هكذا
That's why و لهذا السبب - So لذلك: For this reason: لهذا السبب

و يأتى قبلها جملة السبب و بعدها جملة النتيجة:

- I got a good degree, **therefore** / **so** I didn't have difficulty getting a job.
- I felt ill. **That's why** / **Consequently** I went to bed.

ويمكن استخدام التركيب التالى أيضا للتعبير عن السبب:

The reason + جملة is / was that + جملة

- **The reason** we didn't consider her for the job **was that** she didn't have enough experience.

= We didn't consider her for the job **because** she didn't have enough experience.

Linkers of Contrast الروابط الدالة على التناقض

Although / Though / Even though / Even if + جملة: بالرغم من
However + فعل + فاعل + ظرف / صفة: بالرغم من
صفة/ ظرف + as + فاعل + فعل: بالرغم من

- **Although he is young**, he is strong.
- **However young he is**, he is strong
- **Young as he is**, he is strong.

• لاحظ ترتيب الجمل مع although / though / even though حيث أن الحدث غير المتوقع يأتي في الجملة الثانية. و في المثال السابق نجد أن الحدث غير المتوقع هو He is strong

<u>**Whatever + اسم : بالرغم من**</u>

- **Whatever mistakes he makes**, I respect him.
- **Whatever his mistakes (are)**, I respect him.

<u>**but و لكن / however و مع ذلك/ yet و مع ذلك:**</u>

- He is young, **but / However** he is strong.
- He is young. **However** he is strong.

<u>**In spite of / Despite + v. + ing / اسم:**</u> **بالرغم من**
<u>**In spite of / Despite + the fact that + جملة:**</u>

- **Despite (In spite of) being** ill, he passed the exam.
- **Despite (In spite of) his illness**, he passed the exam.
- **Despite (In spite of) the fact that he was ill**, he passed the exam.

<u>Linkers of Purpose الروابط الدالة على الغرض</u>

<u>**so that**</u>		**فاعل + will / can / may + مصدر (مضارع)**
<u>**in order that**</u>	**+**	
<u>**in the hope that**</u>		**فاعل + would / could / might + مصدر (ماضى)**

- He goes to school so that he can learn.
- I went to the football match early **so that he could get** a good seat.

<u>**• فى حالة النفى نستخدم won't فى المضارع و wouldn't فى الماضى**</u>

- I had a big breakfast **so that I wouldn't be** hungry later in the day.

<u>**to / so as to / in order to + مصدر: لكى**</u>

- He goes to school to / so as to / in order to learn.

<u>**• فى حالة النفى نستخدم so as not to / in order not to**</u>

- I had a big breakfast **so as not to be** hungry later in the day.

<u>Linkers of Result الروابط الدالة على النتيجة</u>

<u>**فاعل+ فعل + so + صفه / ظرف + that + جملة:**</u> **جدا لدرجة أن**

- He was **so clever that** he answered all questions.
- She ran **so quickly that** she could catch the train.

<u>**فاعل+ فعل + such + a / an + (صفة) + اسم مفرد + that + جملة:**</u>
<u>**فاعل+ فعل + such + (صفة) + اسم جمع أو اسم لا يعد + that + جملة:**</u>

- It was **such a hot day that** we decided to stay indoors.
- These are **such tight shoes that** I can't wear them.

لاحظ أنه يمكن استخدام اسم فقط مع such ….. that في حالة عدم وجود صفة

- He was **such a coward that** he ran away from the battlefield.

فاعل + فعل + صفة / ظرف + enough to + مصدر + ...   جدا لدرجة أن (تفيد الإثبات)

- He is **rich enough to buy** an expensive car.
- The test was **easy enough for him to pass**.

فاعل + فعل + too + صفة / ظرف + to + مصدر+ .....:   جدا لدرجة أن لا (تفيد النفى)

- Ali is **too weak to walk**.
- The tea is **too hot for me to** drink.

Linkers of Condition الروابط الدالة على الشرط

Unless + (........ جملة (فاعل + فعل مثبت : ما لم
If +(........ جملة (فاعل + فعل: إذا

- He won't go to sleep **unless you tell** him a story.
- He won't go to sleep **if you don't tell** him a story.

Linkers of Time الروابط الدالة على الزمن

While + past continuous + past simple / past continuous: بينما

- **While** I **was reading** the newspaper, I fell asleep.
- **While** father **was watching** TV, mother **was cooking**.

إذا جاء فعل to be بعد while يُستخدم في الماضي البسيط:

- I read the book while I was on the plane.
- My car was stolen while I was on holiday.

في حالة عدم وجود فاعل بعد while يُستخدم فعل مضاف له ing :

- While reading the newspaper, I fell asleep.

After + past perfect / past simple + past perfect:

- After he had graduated / graduated, he found a job.

في حالة عدم وجود فاعل بعد after يُستخدم فعل مضاف له ing :

- After graduating, he found a job.

when + past perfect / past simple + past simple: عندما

- **When** I had got / got home, I did my homework.

يمكن أن نستخدم on بدلا من when و يليها فعل مضاف له ing :

- **On** getting home, I did my homework.

before + past simple + past perfect / past simple قبل

- **Before** I went to bed, I had phoned / phoned my friend.

في حالة عدم وجود فاعل بعد after يُستخدم فعل مضاف له ing :

- **Before** going to bed, I had phoned / phoned my friend.

Unit 17

Verb + Object + to + inf.

advise	Ali's father **advised** his son **to** work harder.
ask	The teacher **asked** Mahmoud **to** read his essay to the class.
encourage	My mother always **encourages** me **to** bring friends home.
expect	What do you **expect** me **to** do?
force	The bad weather **forced** people **to** stay at home all day.
help	Can you **help** me **to** carry the shopping upstairs, please?
instruct	The policeman **instructed** people not **to** drive so fast.
invite	We **invited** our neighbours **to** have tea with us.
order	The officer **ordered** the soldiers **to** attack.
teach	My mother **taught** me **to** write carefully.
allow	He **allowed** me **to** use his computer.
beg يتوسل	She **begged** him **to** give her the money.
challenge يتحدي	I **challenge** Dr. Carver **to** deny his involvement!
choose	They **chose** him **to** do the job.
command يأمر	The officer **commanded** his men **to** shoot.
hire	I **hired** someone **to** fix the roof.
would like	**I'd like** you **to** buy some stamps for me.
motivate يحفز	We should **motivate** people **to** learn new skills.
permit يسمح	The security system will not **permit** you **to** enter without the password.
persuade	I **persuaded** him **to** lend me the money.
promise	I **promised** them **to** do the job well.
remind يُذكر	I **reminded** him **to** buy the newspaper.
require يتطلب	You are **required** by law **to** wear a seat belt.
urge يحث	I got an e-mail from him **urging** me **to** get in touch.
tell	I **told** him **to** leave at once.
want	I **want** you **to** sign this cheque.

في حالة وجود that وبعدها فاعل بعد التعبيرات والأفعال الآتية نستخدم inf. أو should + inf.

suggest / insist / recommend / It is essential / It is important / It is necessary (that)

- I suggested (that) he **come** with me.
- I suggested that he **should come** with me.
- It is necessary that she **should talk** to me when she gets here.

في حالة وجود فعل بعد know / show نستخدم how to + inf.:

- I don't **know how to use** the computer.

لاحظ ما يلي :

It + be + Adj. + to + inf.

- **It is** difficult (for him) **to study** Physics.
- **It was** easy for me **to do** the job.

الأفعال الآتية يستخدم بعدها المصدر أ ويأتى بعدها الفعل مضافا له ing :

hear	**يسمع**	**notice**	**يلاحظ**
see	**يري**	**watch**	**يشاهد**

- I **heard** Peter **sing** a song. / I **heard** Peter **singing** a song.

لاحظ استخدام to + inf. بعد الكلمات the first / the second .. / the last / the next

- Mona was **the last to watch** the film.

فعل help يأتي بعده المصدر مع to أو بدون to:

- He helped me do the job. = He helped me to do the job.

الأفعال الآتية يأتى بعدها ING فى حالة عدم وجود مفعول ، و يأتى بعدها to + inf. فى حالة وجود مفعول:

advise ينصح	**forbid** يمنع	**permit** يسمح
allow يسمح	**recommend** يوصي بـ	**encourage** يشجع

- They do not **permit parking** here.
- They do not **allow anyone to park** here.

لاحظ أن الفعل make/ let يليه مفعول ثم الفعل فى المصدر أما اذا جاء فى صيغة المبنى للمجهول نضع to قبل المصدر

- Ex: The teacher **made us do** Exercise 2 at home.
- **Let me use** this computer, please.
- We **were made to do** Exercise 2 at home.

Unit 18

Modal verbs

Necessity and lack of Necessity الضـــرورة ونقـــص الضــــرورة		
Present المضــــارع		
It is necessary	**Necessity** الضـــرورة	
	must – **have to** – **has to** + مصــدر	
	You must study hard. You have to study hard. He has to study hard. It is necessary to pay the money. You must (have to) pay the money.	
It is not necessary	**lack of Necessity** نقــص الضـــرورة	
	needn't - **don't have to** - **doesn't have to** + مصــدر	
	You needn't study hard. You don't have to study hard. He doesn't have to study hard. It is not necessary to buy meat. You needn't (don't have to) buy meat.	

Past الماضـــى		
It was necessary	**Necessity** الضـــرورة	
	had to + مصـدر	
	You had to study hard. He had to study hard. It was necessary for her to take a taxi. She had to take a taxi.	
It was not necessary	**lack of Necessity** نقـص الضـــرورة	
	didn't have to + **inf**	شئ لـم يكـن مهـم ولذلـك لـم أفعلـه
	needn't have + pp	شئ لـم يكـن مهـم ولكـن فعلتـه
	I didn't have to take a taxi. **(I didn't take a taxi)** I needn't have taken a taxi. **(I took a taxi)** It was not necessary for her to buy bread as I bought. She didn't have to buy bread. It was not necessary for me to buy milk but I bought. I needn't have bought milk.	

Future المستقبـــل	
It will be necessary	**Necessity** الضـــرورة
	will have to + مصـدر
	You will have to study hard. It will be necessary to bring your car. You will have to bring your car.
It will not be necessary	**lack of Necessity** نقـــص الضـــرورة
	won't have to + مصـدر
	You won't have to study hard. It will not be necessary to buy food tomorrow. You won't have to buy food tomorrow.

mustn't + المصـــدر / **must** + المصـــدر		
must + المصـدر	للتعبير عن الضرورة والالتزام و الدعوة و النصيحة القوية	
You must wash if you touch an infected bird. You must pay your taxes. You must come and see us at the weekend. You must come and have dinner with us.		
mustn't =	**be forbidden** **be not allowed to** **be prohibited** **be against the law**	تستخدم للتعبيـر عـن التحـريـم أو الحظـر وتعنـى أنـه لن يسمح لك بفعل الشئ .
You mustn't park hare. It's forbidden. **=** You are not allowed to park here. It is against the law to steal money. **=** You mustn't steal money.		

Should - Ought to + inf & Shouldn't - Ought not to + inf		
Should المصـدر		
Should =	**It is advisable to** **It is desirable to** **I advise you to** **If I were you, I would** **It would be a good idea to** **it is a good thing to** **You had better** **You would rather**	+ المصـــدر

- تستخدم ***Should*** عنـدما نقـول أنــه مـن الأفضـل أن نفعل الشـئ فـى المضـارع .

You should / ought to see that film if you get the chance.
= It would be a good idea to see that film.

- تستخدم ***Should*** عنـدما نطلب أو نعطى رأيـا عن شـئ مـا .

A. Do you think we should / ought to ask before we borrow the car ?
B. I think you should / ought to look for another job.

- تستخدم ***Should*** عنـدما نقـول أن الشـئ غيـر صحيـح وليس ما نتـوقعـه .

Why are those students playing in the yard?
They should / ought to be inside the classroom.

- تستخدم ***Should*** عنـدما نقـول أن الشـئ محتمـل حـدوثـه .

I should be late at work this afternoon I have a lot of work to do.

Shouldn't المصــدر	ليـس مـن الصـواب أو المنصـوح بـه أن تفعل الشـئ .	
Shouldn't =	**It is not advisable to** **It is not desirable to** **I advise you not to** **If I were you, I wouldn't** **It would not be a good idea to** **It is not a good thing to** **You had better not** **You would rather not**	+ المصـــدر

You shouldn't stay up late.
= It is not advisable (inadvisable) to stay up late. = I advise you not to stay up late.

Should + have + pp & Shouldn't have + pp

Should + have + pp	تلـوم شخـص على عدم فعل شـئ كـان مـن المفـروض أن يفعلـه .

You should have told me you were coming. I didn't expect you.
He should have helped his friend but he didn't.

Shouldn't have + pp	تلـوم شخـص على فعل شئ خطـأ كـان مـن المفـروض أن لا يفعلـه .

He shouldn't have parked his car in a no parking place..
He shouldn't have driven on the wrong side of the street.

- ملحوظة :- يمكن استخدام ***ought to*** بدلا من ***should*** ولكن ***ought to*** لا تستخدم كثيراً فى النفي

Can & can't

Can = am – is - are able to + inf

▪ تستخدم ***can*** للتعبير عن القدرة على فعل الشئ أو إمكانية حدوث الشئ فى الحاضر أو المستقبل .

He can speak three languages

وتعبر عن الإذن أو السماح بفعل شئ.

You can drive the car only if you have a driving license

can + inf He can swim.	**verb** **(able)**	يستطيع
be able to + inf He is able to swim.	**adj** **(capable)**	قادر على
be capable of + v + ing He is capable of swimming.	**adj** **(ability)**	قادر على
have the ability to + (inf) or of +(v+ing) He has the ability to swim (of swimming).	**Noun**	لديه القدرة على

Can't + inf تعبر عن عدم القدرة أو عدم الإذن أوعدم السماح بفعل شئ .

I can't carry this stone alone. You can't use my pen.

Could & Could have + pp

Could = was - were able to + inf

▪ ماضى ***can*** هو ***could*** أو ***was - were able to***

He could ride a bicycle when he was three.
Ali was not a very good boxer, but he was able to beat his rival.

▪ لاحظ :- تستخدم ***was - were able to*** للتعبير عن أنه أستطاع فعل الشئ ولكن بصعوبة.

▪ تستخدم فى المضارع والمستقبل وبخاصة فى حالة الاقتراح والعرض والطلب أو طلب الإذن .

What shall we do this afternoon ? We could play football.
Could / Can I get you a glass of mango juice ? Thank you..
Could / Can I open the door, please ? Certainly.
Could / Can I go to the cinema with my friends ?

▪ وتستخدم ***could*** أيضا للتعبير عن إمكانية حدوث الشئ فى المستقبل .

There could be an expedition on Mars soon . **=** It is possible that there will be.

Could have + pp كان من الممكن أن تفعل شيئا فى الماضى ولكنك لم تفعله .

I didn't visit my uncle Ali yesterday. I could have visited him, but I had a lot of work to do.

Modal Verbs الأفعال الناقصة

✍ **should / shouldn't / had better / had better not + infinitive:**

✍ تستخدم عادة للتعبير عن النصيحة

- You **should look** for a new job.
  = It is a good idea to look for a new job.
- You **shouldn't look** at the sun. It's very dangerous.
- You had better not look at the sun. It's very dangerous.

✍ **should have + pp.:**

✍ تستخدم للتعبير عن أن شيء كان يجب أن يحدث في الماضي ولم يتم وتستخدم عادة عندما نوجه اللوم لشخص لعدم قيامه بعمل معين:

- You **should have done** your homework yesterday.

✍ **shouldn't have + pp.:**

✍ تستخدم للتعبير عن أن شيء كان يجب ألا يحدث في الماضي ولكنه حدث ونستخدمه عادة عندما نوجه اللوم لشخص لقيامه بعمل معين:

- You **shouldn't have parked** your car here. It's a 'No Parking' area.

✍ **can / can't + infinitive:**

✍ تستخدم للتعبير عن القدرة علي عمل شيء في المضارع أو المستقبل:

can + inf. = am / is / are + able to + inf.
am / is / are + capable of + v. + ing
have / has the ability to + inf.

- I **can see** very well without glasses.
  = I have the ability to see well without glasses.
- We **can solve** this problem.
  = We have the ability to solve this problem
  = It is possible for us to solve it.

✍ تستخدم أيضا للتعبير عن الاحتمال فى المضارع

- I **can play** tennis in the park whenever I want to.
- We **can't waste** time watching TV.

✍ كما تستخدم للتعبير عن شئ مسموح به أو غير مسموح به فى المضارع

- In some countries, you **can** drive at the age of 17.
  (The law says this is permitted)
- In some cities, people **can't** use their cars every day.
  (This is not permitted / it's against the law.)

✍ تستخدم can في حالة الطلب والاقتراح:

- What shall we do tonight? – We **can** go to the cinema.
- **Can** you open that door, please?
- **Can** I use your office tomorrow?

✍ **could / couldn't + infinitive:**

✍ تستخدم للتعبير عن قدرة عامة على عمل شئ فى الماضى

- At the weekend, they found a shop where they **could** buy cheap books.
- My sister looked all over the house, but she **couldn't** find her phone.

✍ أما للتعبير عن قدرة محددة فى الماضى على الرغم من وجود صعوبة نستخدم

was / were + able to + inf.
managed to + inf.
succeeded in + v. + ing:
- I took my car to the garage this morning, where one of the mechanics **was able to / managed to start** it.
- I'd been trying to send that e-mail all day. Finally, I **succeeded in sending** it at six o'clock in the evening.

✍ كما تستخدم للتعبير عن شئ مسموح به أو غير مسموح به فى الماضى
- In the past people **could drive** a car without passing a driving test.
- In the past, women **couldn't vote** in elections.

✍ و تستخدم could للتعبير عن أى شئ مسموح به فى المضارع و المستقبل نستخدم
- You **could borrow** my camera tomorrow.

✍ تستخدم could للتعبير عن الاحتمال Possibility في المضارع:
- We **could** ban cars from cities. (This would be possible if we wanted it.)

✍ تستخدم could في حالة الطلب والاقتراح:
- Ali: What shall we do tonight? – We **could** go to the cinema.
- **Could** you open that door, please?
- **Could** I use your office tomorrow?

✍ لاحظ استخدام could بعد .. I wonder if
- **I wonder if** you **could** help me with this bag.

✍ might / might not + infinitive:

✍ تستخدم للتعبير عن احتمالات فى المستقبل
- When I finish school, I **might go** to university to study medicine.
- But I **might not go** – I haven't decided yet.

✍ may + infinitive:

✍ تستخدم للتعبير عن أن شيء سيكون مسموح به في المضارع أو المستقبل وهي صيغة رسمية أكثر تهذبا:
- **May** I use your phone, please?
- You **may** borrow my camera tomorrow, if you like.

✍ must + infinitive:

✍ تستخدم للتعبير عن إحساس قوي بضرورة عمل شيء من وجهة نظر المتكلم أو للتعبير عن أن شيء مهم بالنسبة لنا وفي هذه الحالة تستخدم فقط مع الضمائر I / We ومع You في حالة السؤال:
- I **must visit** my grandparents more often.
  (It's important to me that I do.)
- **Must you wear** that yellow tie?
  (Is it important to you that you do it? This also suggests that it bothers يضايق me.)

✍ وتستخدم للتعبير عن نصيحة قوية وفي الأوامر كما تستخدم في القوانين والقواعد وعندما نذكر أنفسنا بضرورة عمل شيء:
- You **mustn't be** late or dad will be angry. (strong advice)
- You **must clean** your room before you go out with your friends. (an order)
- Drivers and passengers of motorcycles **must** wear helmets. (a law)

✍ كما تستخدم في حالة توجيه دعوة أو التعبير عن مشاعر صادقة:
- You **must** come and see us at the weekend.

- You **must try** a piece of my cake.

✍ تستخدم في الاستنتاج أو التعبير عن نتيجة منطقية:

- Dad **must have left** already. I don't see his car.

✍ لاحظ استخدام للتعبير عن الضرورة في المضارع والمستقبل فقط :

- I **must go** now.
- I **must see** my doctor tomorrow.

✍ **have / has to + infinitive:**

✍ تستخدم للتعبير عن إلزام مفروض علينا وليس أمامنا اختيار بسبب القواعد والقوانين أو الظروف

- If she wants to start her course this year, she **has to apply** before the end of March.
- **Do you have to wear** that yellow tie to work? (Is it part of your uniform?)
- We **have to wear** helmets if we are going to take the motorcycle. (The law says so.)

✍ كما تستخدم في النصيحة و الأوامر:

- You **have to apologize** to Mona. You don't want to lose her as a friend. (advice)
- You can't go out. You **have to clean** your room first. (an order

✍ **need / needs to + infinitive:**

✍ تستخدم للتعبير عن أشياء ضرورية فى الحاضر أو المستقبل

- He **needs to be** busy all the time or his boss will be angry.
- We **need to revise** for next week's exam.

✍ **had to + infinitive:**

✍ تستخدم للتعبير عن الضرورة في الماضي

- We **had to take** a taxi as it was raining heavily.

✍ **don't have to / don't need to / needn't + infinitive:**

✍ تتخدم التعبير عن عدم الضرورة في المضارع أو المستقبل

- When you are on holiday, you **don't need to go** to bed early.
- She **doesn't have to work** on Saturday.

✍ **didn't have to / didn't need to + infinitive:**

✍ تستخدم للتعبير عن عدم الضرورة في الماضي

- I **didn't have to do** the shopping yesterday. My brother did it.
- I **didn't need to go** to school yesterday. It was a holiday.

✍ **needn't have + pp:**

✍ تستخدم للتعبير عن حدث تم في الماضي على الرغم من كونه غير ضروري:

- You **needn't have brought** your umbrella. It's not going to rain.

✍ **mustn't + infinitive:**

✍ تستخدم للتعبير عن أن شيء ممنوع أو غير مسموح به أو تترتب عليه نتيجة سيئة إذا قمنا به:

- You **mustn't smoke** in hospitals.
  = You **aren't allowed to smoke** in hospitals.
  = You **aren't permitted to smoke** in hospitals.
  = You **are forbidden to smoke** in hospitals.
  = You **are banned from smoking** in hospitals.
  = You **are prohibited from smoking** in hospitals.